

**Space Family Education, Inc.  
Board of Directors' Meeting**

**August 21<sup>st</sup>, 2008**

**Director's Report:**

- No close calls
- Child stung by wasp on playground, wasp nest was sprayed and the teachers will be checking for wasp nests on the playground
- Still have some pest issues in the center, but there is not much else to do except be vigilant about keeping things clean, especially when eating in the classroom
- Staffing
  - Will be interviewing for subs
  - Norma will be in Room 6 for school year
  - Mary will be a floater on the younger side
  - Kristen will be in Room 4
- Open House is schedule for 9/5, 6:30pm for younger side and 7pm for older side
- Curriculum committee is proceeding with pulling together their own curriculum and building worksheets
- Nicole will pull together the Summer Camp finance summary, and the BOD will review the information at a future meeting

**Committee Reports:**

Jen asked – “Do we really still have these committees?”

Crystal – “Yes, but some are not active.”

**Education/Curriculum Committee:**

- This is currently being worked as a SFEI staff internal committee
- They are proceeding with pulling together their own curriculum and building worksheets

**Expansion Committee:**

- Currently inactive
- Need to get documentation of what was done to date

**Fundraising Committee:**

- Jen M. has stepped down
- Nicole D. will lead this committee

**Newsletter:**

- Wendy W. has been working with Dianna on a newsletter. There will be 3 newsletters per year – Fall, Spring, Summer

#### Webpage:

- Thomas A. updated BOD contact info, tuition and membership fees on website
- Jen has sent a list of other information to Nicole and Crystal that needs updated, the most important one is the Calendar for the 2008-2009 school year.
- Thomas will continue to update the website, but if there is a volunteer who is interested, he will step down
- Why is Lisa Blok listed as a webpage contact?

#### Room Reports:

- Room 5: There is a young student moving into this room. The SOP says children must be potty-trained to move into this room, meaning no diapers or pull-ups. If there will be an exception to this, it will be worked with Nicole, Dianna, and the Room 5 teachers. It should be noted that the children moving into Room 5 and 6 are younger than in previous years, so this may continue to be an issue in the future.
- Room 6: Two sets of parents xxx. Nicole outlined the 3-month probation that has been put into effect.

#### Board Members' Reports:

##### Vice President:

- Need work order number for missing swing cover, Nicole will provide this to Jen
- Fuel line on bus got fixed, need to talk about forward plan for buses at a future meeting
- Membership renewal needs sent out and provided to Nicole for inclusion in Open House packets. Jen will work this with Ed.
- Called around about pour-in-place playground covering. Will be expensive, and most companies will not install over existing surface, only over a concrete or asphalt base. It seems like the current padding was poured without a concrete base. The company who installed our current system is:  
U.S. Pour in Place Inc  
17415 Apache Hills Dr.  
Tomball Tx  
281-320-2979
- Carolyn will look for an invoice from U.S. Pour in Place Inc. for work they did in the 2006-2007 school year so we can assess whether to have them come out for more repairs.
- Completed August Safety walkthrough with Nicole. She documented in a spreadsheet and will track fixes.
- Submitted request for file cabinets to Cindy Paxton. The 5-drawer cabinet arrived, 3 2-drawer cabinets are on back order

- Met with JSC Occupational Health (Bob Martel and company), Nicole D. and Susan G. on 8/20. They talked about the important services they provide to the CCC. There will be a NASA HQ inspection in February 2009, with a pre-inspection by JSC, coordinated through Nicole. The main point of discussion was an email from an SFEI member on why the CCC center does not have an AED available. Occupational Health provided insight on this risk/benefit trade, and we should discuss at next month's BOD meeting.

**Policies and Procedures:**

- Crystal suggests we modify the SOP to add more volunteer positions that can earn waitlist points
- Closing out summer transition

**Treasurer:**

- Looks like the teacher salary increase will be a go for September. Nicole will decide on the new salaries and let the board know.

**Walk-ons:**

**Attendance:**

BOD: Jen M., Crystal H., Clint B.

SFEI Staff: Nicole D., Dianna R., Mary

Members: Shelley B., Ronny B., Doug B., Vanessa B.

**Items for future meetings:**

- Summer Camp finance summary (Nicole D.)
- Staff issues
- Bus plans
- AED
- Volunteer Positions